

**UTAH JUDICIAL COUNCIL
POLICY, PLANNING, & TECHNOLOGY COMMITTEE
MEETING AGENDA**

March 6, 2026 – 12:00 p.m. to 1:30 p.m.

Webex

12:00	Welcome and approval of minutes	Action	Tab 1	Judge Gardner
	CJA 1-205. Standing and Ad Hoc Committees	Action	Tab 2	Shane Bahr Michael Samantha Starks
	CJA 3-409. Court facilities planning	Action	Tab 3	Chris Talbot
	Artwork policy	Action	Tab 4	Chris Talbot
1:00	Technology report/proposals	Discussion		Brody Arishita
1:50	Old Business/New Business	Discussion		Judge Gardner
2:00	Adjourn			

2026 Meetings:

April 17, 2026	September 4, 2026
May 1, 2026	October 2, 2026
June 5, 2026	November 6, 2026
July 10, 2026	December 4, 2026
August 7, 2026	

TAB 1

Minutes

February 6, 2026

**UTAH JUDICIAL COUNCIL
POLICY, PLANNING and TECHNOLOGY COMMITTEE
MEETING MINUTES**

DRAFT

Webex video conferencing
February 6, 2026 – 12 p.m.

MEMBERS:	PRESENT	EXCUSED	GUESTS:
Judge James Gardner, <i>Chair</i>	✓		Nick Stiles Keri Sargent
Judge Jon Carpenter	✓		STAFF: Keisa Williams Todd Eaton Cindy Schut
Judge Angela Fonnesbeck		✓	
Judge Christine Johnson	✓		

(1) Welcome and approval of minutes:

Judge Gardner welcomed the committee members to the Policy, Planning, and Technology Committee (PP&T). PP&T considered the minutes from the January 9, 2026 meeting. With no changes, Judge Gardner moved to approve the minutes as presented. Judge Carpenter seconded the motion. The motion passed unanimously.

(2) Rule back from public comment:

- **CJA 3-101. Judicial performance standards**

No public comments were received on 3-101. Nick Stiles provided a history of the rule amendments and noted that pending legislation (S.B. 233) might require additional amendments. The committee discussed an “on-ramp” period to avoid dual standards on existing cases. The committee added the following sentence to clarify for the appellate courts when the new standards take effect:

- On line 53 added: “The case under advisement performance standards for appellate courts in paragraphs (3)(A) and (3)(B) begin with cases submitted after May 1, 2026.”

After further discussion, Judge Gardner moved to recommend to the Judicial Council that rule 3-101 as revised be approved as final subject to the Board of Appellate Court Judges’ approval with a May 1, 2026 effective date. Judge Carpenter seconded the motion. The motion passed unanimously.

(3) Rules back from public comment:

- **CJA 3-111. Performance Evaluation of Court Commissioners**
- **CJA 4-410. Courthouse closure**

No public comments were received on 3-111. One comment was received on 4-410. The commentor suggested changing “must ensure” to “must make a reasonable effort” and defining “conspicuous

places” to include social media or the court’s webpage. After discussion, the committee added “as soon as reasonably possible” to line 36 but declined to add additional language regarding notice because in (7), the Court Communications Director is charged with informing the media and the public.

With no further discussion, Judge Carpenter moved to recommend to the Judicial Council that rules 3-111 and 4-410 be approved as final with a May 1, 2026 effective date. Judge Johnson seconded the motion. The motion passed unanimously.

(3) CJA 5-101. The Board of Appellate Court Judges:

S.B. 134 passed and became effective on January 31, 2026. The bill increases the number of Supreme Court Justices to 7 and the number of Court of Appeals judges to 9. The proposed amendments increase the number of justices and judges necessary to constitute a quorum during the Board of Appellate Court Judges’ meetings. Nick Stiles requested to pull this item from the agenda to allow for further board discussion.

Following discussion, PP&T took no action on CJA rule 5-101 at this time.

Technology report/proposals:

Todd Eaton provided an update on information technology initiatives. IT teams will be present at all upcoming spring conferences. The department is finalizing configurations and purchases to replace core servers for internal apps as they approach end-of-life in approximately two years. A Technology Advisory Subcommittee meeting is being scheduled for February.

Old Business/New Business:

Judge Gardner provided an update on CJA 4-102. Ms. Williams sent the overarching principles, along with proposed language for consideration to every district.

Judge Gardner noted language in HB 392 requiring the Judicial Council to pass a rule by March 7, 2026, establishing a process for the random selection of a three-judge panel. The bill suggests a list of qualified judges, comprising at least 50% of the district bench. If the legislation passes, it will be incumbent upon PP&T to quickly draft language for a rule.

Due to scheduling conflicts, the April PP&T meeting was to moved to April 17, 2026 at 1:30 p.m.

Adjourn: With no further items for discussion, the meeting adjourned at 1:03 p.m. The next meeting will be held on March 6, 2026, at noon via Webex video conferencing.

TAB 2

CJA 1-205. Standing and ad hoc committees

Notes: At its last meeting, the Council approved the membership changes to the Uniform Fine Committee as final with a May 1st effective date (lines 51-57). The Council also approved disbanding the Court Facility Planning Committee (lines 25, 104-120).

The Committee on Children and Family Law is seeking to add new a member (lines 151-152). See attached memo.



Administrative Office of the Courts

Chief Justice Matthew B. Durrant
Utah Supreme Court
Chair, Utah Judicial Council

February 4, 2026

Ronald B. Gordon, Jr.
State Court Administrator
Neira Siaperas
Deputy State Court Administrator

MEMORANDUM

TO: Policy, Planning & Technology Committee

FROM: Michael Samantha Starks, Deputy District Court Administrator on behalf of the Standing Committee on Children and Family Law

RE: Request for Committee Member Composition Amendment

Michael Samantha Starks, Deputy District Court Administrator, submits this request on behalf of the Standing Committee on Children and Family Law (SCCFL).

At the November 14, 2025 meeting of the SCCFL, the Committee voted to add the Director of the Self-Help Center and Law Library or their designee to be a voting member of the SCCFL. Supplied separately is a redline version of UCJA 1-205 that adds that position as 1-205(1)(B)(v)(l) and renumbers the remaining entries (1)(B)(v)(m-p).

I look forward to discussing this request and addressing any questions at the next available PP&T meeting.

The mission of the Utah judiciary is to provide the people an open, fair,
efficient, and independent system for the advancement of justice under the law.

1 **Rule 1-205. Standing and Ad Hoc Committees.**

2

3 **Intent:**

4 To establish standing and ad hoc committees to assist the Council and provide
5 recommendations on topical issues.

6

7 To establish uniform terms and a uniform method for appointing committee members.

8

9 To provide for a periodic review of existing committees to assure that their activities are
10 appropriately related to the administration of the judiciary.

11

12 **Applicability:**

13 This rule applies to the internal operation of the Council.

14

15 **Statement of the Rule:**

16 **(1) Standing Committees.**

17 (1)(A) **Establishment.** The following standing committees of the Council are hereby
18 established:

19 (1)(A)(i) Uniform Fine Committee;

20

21 (1)(A)(ii) Ethics Advisory Committee;

22

23 (1)(A)(iii) Judicial Branch Education Committee;

24

25 ~~(1)(A)(iv) Court Facility Planning Committee;~~

26

27 (1)(A)(iv) Committee on Children and Family Law;

28

29 (1)(A)(vi) Committee on Resources for Self-represented Parties;

30

31 (1)(A)(vii) Language Access Committee;

32

33 (1)(A)(viii) Guardian ad Litem Oversight Committee;

34

35 (1)(A)(viii) Committee on Model Utah Civil Jury Instructions;

36

37 (1)(A)(ix) Committee on Model Utah Criminal Jury Instructions;

38

39 (1)(A)(xi) Committee on Court Forms;

40

41 (1)(A)(xii) Committee on Fairness and Accountability;

42

Commented [KW1]: JC approved disbanding this committee. Associated amendments in lines 104-120

43 (1)(A)(xiii) Working Interdisciplinary Network of Guardianship Stakeholders
 44 (WINGS); and
 45

46 (1)(A)(xiv) Tribal Liaison Committee.
 47

48 (1)(B) **Composition.**

49 (1)(B)(i) The **Uniform Fine Committee** performs the duties described in Rule 4-
 50 302 and will consist of:

51 ~~(1)(B)(i)(a) one district court judge who has experience with a felony~~
 52 ~~docket;~~
 53

54 (1)(B)(i)(a) ~~one three~~ district court judges ~~who have~~ who has experience
 55 with a ~~misdemeanor-criminal~~ docket; and
 56

57 (1)(B)(i)(b) ~~two four~~ justice court judges.
 58

59 (1)(B)(ii) The **Ethics Advisory Committee** performs the duties described in Rule
 60 3-109 and will consist of:

61 (1)(B)(ii)(a) one judge from the Court of Appeals;
 62

63 (1)(B)(ii)(b) one district court judge from Judicial Districts 2, 3, or 4;
 64

65 (1)(B)(ii)(c) one district court judge from Judicial Districts 1, 5, 6, 7, or 8;
 66

67 (1)(B)(ii)(d) one juvenile court judge;
 68

69 (1)(B)(ii)(e) one justice court judge; and
 70

71 (1)(B)(ii)(f) an attorney from either the Bar or a college of law.
 72

73 (1)(B)(iii) The **Judicial Branch Education Committee** performs the duties
 74 described in Rule 3-403 and will consist of:

75 (1)(B)(iii)(a) one judge from an appellate court;
 76

77 (1)(B)(iii)(b) one district court judge from Judicial Districts 2, 3, or 4;
 78

79 (1)(B)(iii)(c) one district court judge from Judicial Districts 1, 5, 6, 7, or 8;
 80

81 (1)(B)(iii)(d) one juvenile court judge;
 82

83 (1)(B)(iii)(e) the education liaison of the Board of Justice Court Judges;
 84

85 (1)(B)(iii)(f) one court level administrator;

Commented [KW2]: Approved as final by JC on 2/23/26 with May 1, 2026 effective date.

86
87 (1)(B)(iii)(g) the Human Resources Director;
88
89 (1)(B)(iii)(h) one court executive;
90
91 (1)(B)(iii)(i) one juvenile court probation representative;
92
93 (1)(B)(iii)(j) two court clerks from different levels of court and different
94 judicial districts;
95
96 (1)(B)(iii)(k) one data processing manager; and
97
98 (1)(B)(iii)(l) one adult educator from higher education.
99
100 (1)(B)(iii)(m) The Human Resources Director and the adult educator will
101 serve as non-voting members. The court level administrator and the
102 Human Resources Director will serve as permanent Committee members.
103

104 ~~(1)(B)(iv) The **Court Facility Planning Committee** performs the duties~~
105 ~~described in Rule 3-409 and will consist of:~~

106 ~~(1)(B)(iv)(a) one judge from each level of trial court;~~

107 ~~(1)(B)(iv)(b) one appellate court judge;~~

108 ~~(1)(B)(iv)(c) the state court administrator;~~

109 ~~(1)(B)(iv)(d) a trial court executive;~~

110 ~~(1)(B)(iv)(e) two business people with experience in the construction or~~
111 ~~financing of facilities;~~

112 ~~(1)(B)(iv)(f) the court security director; and~~

113 ~~(1)(B)(iv)(g) two community representatives who are knowledgeable about~~
114 ~~the needs of the self-represented litigants.~~

115
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121
122 (1)(B)(iv) The **Committee on Children and Family Law** performs the duties
123 described in Rule 4-908 and will consist of:

124 (1)(B)(iv)(a) one Senator appointed by the President of the Senate;
125

126 (1)(B)(iv)(b) the Director of the Department of Health and Human
127 Services or designee;
128

129 (1)(B)(iv)(c) one attorney of the Executive Committee of the Family Law
130 Section of the Utah State Bar;

131
132 (1)(B)(iv)(d) one attorney with experience in abuse, neglect and
133 dependency cases;

134
135 (1)(B)(iv)(e) one attorney with experience representing parents in abuse,
136 neglect and dependency cases;

137
138 (1)(B)(iv)(f) one representative of a child advocacy organization;

139
140 (1)(B)(iv)(g) the ADR Program Director or designee;

141
142 (1)(B)(iv)(h) one professional in the area of child development;

143
144 (1)(B)(iv)(i) one mental health professional;

145
146 (1)(B)(iv)(j) two community representatives who are knowledgeable about
147 the needs of self-represented litigants;

148
149 (1)(B)(iv)(k) the Director of the Office of Guardian ad Litem or designee;

150
151 (1)(B)(iv)(l) the Director of the Self-Help Center and Law Library or
152 designee.

153
154 (1)(B)(iv)(m) one court commissioner;

155
156 (1)(B)(iv)(n) two district court judges; and

157
158 (1)(B)(iv)(o) two juvenile court judges.

159
160 (1)(B)(iv)(p) One of the district court judges and one of the juvenile court
161 judges will serve as co-chairs to the committee. In its discretion, the
162 committee may appoint non-members to serve on its subcommittees.

163
164 (1)(B)(vi) The **Committee on Resources for Self-represented Parties** performs
165 the duties described in Rule 3-115 and will consist of:

166 (1)(B)(vi)(a) two district court judges;

167
168 (1)(B)(vi)(b) one juvenile court judge;

169
170 (1)(B)(vi)(c) two justice court judges;

171

Commented [KW3]: New amendments

172 (1)(B)(vi)(d) three clerks of court – one from an appellate court, one from
173 an urban district and one from a rural district;

174
175 (1)(B)(vi)(e) one representative from a social services organization
176 providing direct services to underserved communities;

177
178 (1)(B)(vi)(f) one representative from the Utah State Bar;

179
180 (1)(B)(vi)(g) two representatives from legal service organizations that
181 serve low-income clients;

182
183 (1)(B)(vi)(h) one private attorney experienced in providing services to self-
184 represented parties;

185
186 (1)(B)(vi)(i) two law school representatives;

187
188 (1)(B)(vi)(j) the state law librarian; and

189
190 (1)(B)(vi)(k) two community representatives who are knowledgeable
191 about the needs of self-represented litigants.

192
193 (1)(B)(vii) The **Language Access Committee** performs the duties described in
194 Rule 3-306.02 and will consist of:

195 (1)(B)(vii)(a) one district court judge;

196
197 (1)(B)(vii)(b) one juvenile court judge;

198
199 (1)(B)(vii)(c) one justice court judge;

200
201 (1)(B)(vii)(d) one trial court executive;

202
203 (1)(B)(vii)(e) one court clerk;

204
205 (1)(B)(vii)(f) one interpreter coordinator;

206
207 (1)(B)(vii)(g) one probation officer;

208
209 (1)(B)(vii)(h) one prosecuting attorney;

210
211 (1)(B)(vii)(i) one defense attorney;

212
213 (1)(B)(vii)(j) two certified interpreters;

214
215 (1)(B)(vii)(k) one approved interpreter;

216

217 (1)(B)(vii)(l) one expert in the field of linguistics;

218

219 (1)(B)(vii)(m) one American Sign Language representative; and

220

221 (1)(B)(vii)(n) two community representatives who are knowledgeable
222 about the needs of self-represented litigants.

223

224 (1)(B)(viii) The **Guardian ad Litem Oversight Committee** performs the duties
225 described in Rule 4-906 and will consist of:226 (1)(B)(viii)(a) seven members with experience in the administration of law
227 and public services selected from public, private and non-profit
228 organizations.

229

230 (1)(B)(~~viii~~) The **Committee on Model Utah Civil Jury Instructions** performs
231 the duties described in Rule 3-418 and will consist of:

232

233 (1)(B)(~~viii~~)(a) two district court judges;

234

235 (1)(B)(~~viii~~)(b) four lawyers who primarily represent plaintiffs;

236

237 (1)(B)(~~viii~~)(c) four lawyers who primarily represent defendants; and

238

239 (1)(B)(~~viii~~)(d) one person skilled in linguistics or communication.

240

241 (1)(B)(ix) The **Committee on Model Utah Criminal Jury Instructions** performs
242 the duties described in Rule 3-418 and will consist of:

243 (1)(B)(ix)(a) two district court judges;

244

245 (1)(B)(ix)(b) one justice court judge;

246

247 (1)(B)(ix)(c) four prosecutors;

248

249 (1)(B)(ix)(d) four defense counsel; and

250

251 (1)(B)(ix)(e) one person skilled in linguistics or communication.

252

253 (1)(B)(xi) The **Committee on Court Forms** performs the duties described in
254 Rule 3-117 and will consist of:

255

256 (1)(B)(xi)(a) two district court judges;

257

258 (1)(B)(xi)(b) one court commissioner;

258

- 259 (1)(B)(xi)(c) one juvenile court judge;
260
261 (1)(B)(xi)(d) one justice court judge;
262
263 (1)(B)(xi)(e) one court clerk;
264
265 (1)(B)(xi)(f) one appellate court staff attorney;
266
267 (1)(B)(xi)(g) one representative from the Self-Help Center;
268
269 (1)(B)(xi)(h) the State Law Librarian;
270
271 (1)(B)(xi)(i) the district court administrator or designee;
272
273 (1)(B)(xi)(j) one representative from a legal service organization that
274 serves low-income clients;
275
276 (1)(B)(xi)(k) one paralegal;
277
278 (1)(B)(xi)(l) one educator from a paralegal program or law school;
279
280 (1)(B)(xi)(m) one person skilled in linguistics or communication;
281
282 (1)(B)(xi)(n) one representative from the Utah State Bar;
283
284 (1)(B)(xii)(o) the Licensed Paralegal Practitioner (LPP) administrator; and
285
286 (1)(B)(xii)(p) two community representatives who are knowledgeable
287 about the needs of the self-represented litigants.
288
- 289 (1)(B)(xii) The **Committee on Fairness and Accountability** performs the duties
290 described in Rule 3-420. The committee will include members who demonstrate
291 an interest in or who have experience with issues of diversity, equity, and
292 inclusion and will consist of:
- 293 (1)(B)(xii)(a) one district court judge;
294
295 (1)(B)(xii)(b) one juvenile court judge;
296
297 (1)(B)(xii)(c) one justice court judge;
298
299 (1)(B)(xii)(d) one appellate court judge;
300
301 (1)(B)(xii)(e) two former judges from any court level;
302

303 (1)(B)(xii)(f) the General Counsel or designee;

304
305 (1)(B)(xii)(g) two community representatives who are knowledgeable
306 about the needs of self-represented litigants;

307
308 (1)(B)(xii)(h) the Director of the Office of Fairness and Accountability;

309
310 (1)(B)(xii)(i) the Director of Data and Research or designee; and

311
312 (1)(B)(xii)(j) up to two additional qualified individuals.

313
314 (1)(B)(xiii) The **Working Interdisciplinary Network of Guardianship**
315 **Stakeholders (WINGS)** performs the duties described in Rule 3-421, and will
316 consist of:

317 (1)(B)(xiii)(a) **Judiciary** representatives:

318
319 (1)(B)(xiii)(a)(i) two or more district court judges;

320
321 (1)(B)(xiii)(a)(ii) two or more district court judicial support staff with
322 experience in guardianship matters;

323
324 (1)(B)(xiii)(a)(iii) one representative from the Guardianship
325 Reporting and Monitoring Program (GRAMP); and

326
327 (1)(B)(xiii)(a)(iv) one representative from the Court Visitor
328 Program.

329
330 (1)(B)(xiii)(b) **Community stakeholder** representatives:

331 (1)(B)(xiii)(b)(i) one representative from Adult Protective Services;

332
333 (1)(B)(xiii)(b)(ii) one representative from Disability Law Center;

334
335 (1)(B)(xiii)(b)(iii) one representative from Adult and Aging
336 Services;

337
338 (1)(B)(xiii)(b)(iv) one representative from Office of Public
339 Guardian;

340
341 (1)(B)(xiii)(b)(v) one representative from the Utah State Bar;

342
343 (1)(B)(xiii)(b)(vi) one representative from Office of the Attorney
344 General;

345

- 346 (1)(B)(xiii)(b)(vii) one representative from the Utah legislature;
- 347
- 348 (1)(B)(xiii)(b)(viii) one representative from the Utah Commission
- 349 on Aging;
- 350
- 351 (1)(B)(xiii)(b)(ix) one representative from Utah Legal Services; and
- 352
- 353 (1)(B)(xiii)(b)(x) the Long-Term Care Ombudsman or designee.
- 354
- 355 (1)(B)(xiii)(c) **Individual community** representatives. Three or more
- 356 community stakeholders representing:
 - 357 (1)(B)(xiii)(c)(i) mental health community;
 - 358
 - 359 (1)(B)(xiii)(c)(ii) medical community;
 - 360
 - 361 (1)(B)(xiii)(c)(iii) private legal community that specializes in
 - 362 guardianship matters;
 - 363
 - 364 (1)(B)(xiii)(c)(iv) aging-adult services community;
 - 365
 - 366 (1)(B)(xiii)(c)(v) educator from a legal program or law school;
 - 367
 - 368 (1)(B)(xiii)(c)(vi) organization serving low-income, minorities, or
 - 369 marginalized communities;
 - 370
 - 371 (1)(B)(xiii)(c)(vii) citizens under or involved in guardianship; and
 - 372
 - 373 (1)(B)(xiii)(c)(viii) other organizations with a focus including, but
 - 374 not limited to guardianship, aging, legal services, or disability.
 - 375
- 376 (1)(B)(xiii)(v) The **Tribal Liaison Committee** performs the duties described in Rule
- 377 3-422 and will consist of:
 - 378
 - 379 (1)(B)(xiii)(v)(a) one district court judge;
 - 380
 - 381 (1)(B)(xiii)(v)(b) one juvenile court judge;
 - 382
 - 383 (1)(B)(xiii)(v)(c) one justice court judge;
 - 384
 - 385 (1)(B)(xiii)(v)(d) one appellate court judge;
 - 386
 - 387 (1)(B)(xiii)(v)(e) one federal district court judge or magistrate;
 - 388
 - 389 (1)(B)(xiii)(v)(f) one tribal court judge;

- 390
- 391 (1)(B)(xii)(v)(g) two representatives of Utah’s Indian Tribes or affiliated
- 392 community groups;
- 393
- 394 (1)(B)(xii)(v)(h) the Tribal Liaison;
- 395
- 396 (1)(B)(xii)(v)(i) one trial court executive;
- 397
- 398 (1)(B)(xii)(v)(j) one clerk of court or designee;
- 399
- 400 (1)(B)(xii)(v)(k) one representative from the Utah State Bar Indian Law
- 401 Section;
- 402
- 403 (1)(B)(xii)(v)(l) one representative from the United States Attorney’s Office;
- 404
- 405 (1)(B)(xii)(v)(m) one representative from the Indigent Defense
- 406 Commission; and
- 407
- 408 (1)(B)(xii)(v)(n) one representative from the Guardian ad Litem’s Office.
- 409

410 (1)(C) **Standing committee meetings and chairs.** The Council will designate the chair
 411 of each standing committee. Standing committees will meet as necessary to accomplish
 412 their work. Except for the Committee on Fairness and Accountability, Council members
 413 may not serve, participate or vote on standing committees. Standing committees may
 414 invite participation by others as they deem advisable, but only members designated by
 415 this rule may make motions and vote. All members designated by this rule may make
 416 motions and vote unless otherwise specified. Standing committees may form
 417 subcommittees as they deem advisable.

418

419 (1)(D) **Committee performance review.**

420

421 (1)(D)(i) **Council.** Standing committees will report to the Council as necessary,
 422 but at least annually.

423

424 (1)(D)(ii) **Committee assessment.** At least once every three years, the chair of
 425 each standing committee will conduct a performance assessment. Chairs should,
 426 at a minimum, consider:

427

428 (1)(D)(iii)(a) whether there is a more efficient way to accomplish the
 429 committee’s work;

430

431 (1)(D)(iii)(b) whether there are any redundancies that would allow for
 432 consolidation with other committees or working groups; and

433

434 (1)(D)(iii)(c) whether the committee continues to serve its purpose or
435 could be dissolved.

436
437 (1)(D)(iii) **Management Committee.** Committee chairs will report the results of
438 the performance assessment in paragraph (1)(D)(ii) to the Management
439 Committee. If the Management Committee determines that the committee
440 continues to serve its purpose, the Management Committee will recommend to
441 the Council that the committee continue. If the Management Committee
442 determines that modification of a committee is warranted, it may so recommend
443 to the Council.

444
445 (1)(D)(iv) **Guardian ad Litem Oversight Committee.** The Guardian ad Litem
446 Oversight Committee, recognized by Utah Code section 78A-2-104, will not
447 terminate.

448
449 (2) **Ad hoc committees.** The Council may form ad hoc committees or task forces to consider
450 topical issues outside the scope of the standing committees and to recommend rules or
451 resolutions concerning such issues. The Council may set and extend a date for the termination
452 of any ad hoc committee. The Council may invite non-Council members to participate and vote
453 on ad hoc committees. Ad hoc committees will keep the Council informed of their activities. Ad
454 hoc committees may form sub-committees as they deem advisable. Ad hoc committees will
455 disband upon issuing a final report or recommendation(s) to the Council, upon expiration of the
456 time set for termination, or upon the order of the Council.

457
458 (3) **General provisions.**

459 (3)(A) **Appointment process.**

460 (3)(A)(i) **Administrator's responsibilities.** The state court administrator will
461 select a member of the administrative staff to serve as the administrator for
462 committee appointments. Except as otherwise provided in this rule, the
463 administrator will:

464
465 (3)(A)(i)(a) announce expected vacancies on standing committees two
466 months in advance and announce vacancies on ad hoc committees in a
467 timely manner;

468
469 (3)(A)(i)(b) for new appointments, obtain an indication of willingness to
470 serve from each prospective appointee and information regarding the
471 prospective appointee's present and past committee service;

472
473 (3)(A)(i)(c) for reappointments, obtain an indication of willingness to serve
474 from the prospective reappointee, the length of the prospective
475 reappointee's service on the committee, the attendance record of the
476 prospective reappointee, the prospective reappointee's contributions to

477 the committee, and the prospective reappointee's other present and past
478 committee assignments; and

479
480 (3)(A)(i)(d) present a list of prospective appointees and reappointees to
481 the Council and report on recommendations received regarding the
482 appointment of members and chairs.

483
484 (3)(A)(ii) **Council's responsibilities.** The Council will appoint the chair of each
485 committee. Whenever practical, appointments will reflect geographical, gender,
486 cultural, and ethnic diversity.

487
488 (3)(B) **Terms.** Except as otherwise provided in this rule, standing committee members
489 will serve staggered three-year terms. Standing committee members may not serve
490 more than two consecutive terms on a committee unless the Council determines that
491 exceptional circumstances exist which justify service of more than two consecutive
492 terms.

493
494 (3)(C) **Expenses.** Members of standing and ad hoc committees may receive
495 reimbursement for actual and necessary expenses incurred in the execution of their
496 duties as committee members.

497
498 (3)(D) **Secretariat.** The Administrative Office will serve as secretariat to the Council's
499 committees.

500
501 *Effective: ~~May~~ July 1, 2026*

TAB 3

CJA 3-409. Court facilities planning

Notes: Removes references to the now disbanded Court Facility Planning Committee. The Court Facilities Director, Chris Talbot, will explain the additional amendments.

1 **Rule 3-409. Court facilities planning.**

2 **Intent:**

3 ~~To provide for the responsibilities of the Court Facility Planning Committee.~~

4 To provide for the effective planning of court capital facilities.

5 To promote the efficient use of new and existing courthouses through application of co-location
6 and multi-use court facility concepts.

7 To establish a framework for the conceptual, planning, developmental, and implementation
8 phases of court capital facilities.

9 To provide for Council review and approval of all proposed court capital facilities.

10 To ensure adherence to the design and space guidelines and other requirements of the Utah
11 Judicial System Capital Facilities Masterplan (["Masterplan"](#)).

12 **Applicability:**

13 This rule ~~shall apply~~ [applies](#) to all court construction projects for courts of record regardless of
14 funding source.

15 **Statement of the Rule:**

16 (1) **Definitions.** As used in this rule:

17 ~~(A) "committee" means the Court Facility Planning Committee established by Rule 1-~~
18 ~~205;~~

19 [\(1\)\(AB\)](#) **"Construction"** means capital development, alterations, renovations, and
20 improvements;

21 [\(1\)\(BC\)](#) **"DFCM"** means the Division of Facilities Construction and Management;

22 [\(1\)\(CD\)](#) ~~"facility coordinator"~~ **Facilities Director** means the person designated by the
23 state court administrator [to manage the court facility department](#) ~~to serve as staff to the~~
24 ~~committee; and~~

25

26 ~~(E) "masterplan" means the Utah Judicial System Capital Facilities Masterplan.~~

27 (2) [C](#) **Judicial council responsibilities.** Only the ~~Judicial~~ Council may approve or amend the
28 ~~M~~masterplan. Only the ~~Judicial~~ Council may approve a construction project. The Administrative
29 Office ~~shall will~~ seek funding consistent with Council priorities.

30 (3) ~~Committee~~ [Facilities Director](#) **responsibilities.** The ~~committee~~ [Facilities Director](#) ~~shall will~~:

31 [\(3\)\(A\)](#) review trends and projections in population, caseload, and other growth indicators
32 to anticipate courthouse construction needs;

33 [\(3\)\(B\)](#) review the evaluations of courthouses required by this rule and recommend the
34 prioritized placement of courthouse construction projects within the ~~M~~masterplan;

35 ~~(C) review recommendations from the facility coordinator on construction projects and~~
36 ~~the masterplan;~~

37 ~~(3)(CD)~~ make recommendations to the Council regarding the reordering of Mmasterplan
38 priorities and amendments to design and space guidelines;

39 ~~(3)(DE)~~ compare construction requests with the design and space guidelines of the
40 Mmasterplan to ensure the current and anticipated needs of the court are met; and

41 ~~(F) develop a timetable for construction requests so that the committee presents its~~
42 ~~recommendations to the Council in advance of the Annual Planning Workshop;~~

43 ~~(3)(FG)~~ make recommendations to the Council for the approval, modification, or
44 disapproval of construction requests; and

45 ~~(H) develop procedures for the delegation of committee responsibilities to the facility~~
46 ~~coordinator.~~

47 (4) Masterplan.

48 ~~(4)(A)~~ There ~~shall will~~ be a facilities Mmasterplan which ~~shall will~~ include design and
49 space guidelines, workload forecasts, and a capital facility priority list. This Code and the
50 Mmasterplan will control all capital facility projects, including those implemented on
51 behalf of the judiciary by DFCM and local governments. Exceptions to court design and
52 space guidelines require approval of the ~~committee and notice to the Council, which may~~
53 ~~overrule the committee.~~

54 ~~(4)(B)~~ The ~~facility coordinator~~ Facilities Director ~~shall will~~ prepare a periodic report
55 evaluating courthouse compliance with the Mmasterplan. To prepare the report, the
56 ~~facility coordinator~~ Facilities Director may use contract services. The report should
57 assess each courthouse at least once every five years. The report should include an
58 assessment of compliance with design and space guidelines and placement of the
59 courthouse within the Mmasterplan. ~~Committee recommendations~~ Recommendations
60 concerning any amendment of the Mmasterplan ~~shall will~~ be made to the Judicial
61 Council at ~~the an a~~ Annual Planning Workshop Facilities p Planning u Update before
62 publishing any changes. ~~The Judicial Council shall republish the masterplan annually~~
63 ~~after the workshop.~~

64 (5) **Construction requests.** The Court Executive ~~shall will~~ submit construction project
65 requests to the ~~facility coordinator~~ Facilities Director as part of the annual budget process. The
66 ~~facility coordinator~~ Facilities Director ~~shall will~~ prepare analyses and recommendations ~~to the~~
67 ~~committee~~ regarding:

68 ~~(5)(A)~~ comparison of the request with the Mmasterplan, including compliance with
69 design and space guidelines and priority within the Mmasterplan;

70 ~~(5)(B)~~ the cost of the programming, design, and construction phases of the project; and

71 ~~(5)(C)~~ the fiscal years during which those costs will be expended; and

72 ~~(D) recommendations of the committee to the Judicial Council in advance of the Annual~~
73 ~~Planning Workshop. A copy of the committee recommendations shall be provided to the~~
74 ~~affected Boards of Judges.~~

75 (6) **Construction projects.** Construction projects approved by the Council and the Legislature
76 ~~will shall~~ be directed by a project design team chaired by the ~~facility coordinator~~ Facilities
77 Director. The team ~~shall will~~ include the Court Executive, appropriate court staff ~~from the~~
78 ~~Administrative Office, the Court Security Director,~~ and a judge from the district, who is

79 appointed by the presiding judge. The project design team will continue to function through
80 completion of the project. The team ~~shall~~will develop a general design programming guide and
81 review and approve the following project documents and phases:

82 (6)(A) pre-design and site selection;

83 (6)(B) schematics design; and

84 (6)(C) design/development;

85 ~~(D) working drawings; and~~

86 ~~(E) construction documents.~~

87 (7) DCFM approval. The ~~Administrative Office~~Facilities Director ~~shall~~will obtain approval from
88 DFCM on all documents and phases for state funded capital development and improvement
89 projects previously approved by the judiciary and the legislature pursuant to this rule.

90 ~~(8) The state court administrator shall will provide for the appointment and supervision of a~~
91 ~~facility coordinator to serve as staff to the committee and to perform duties as delegated by the~~
92 ~~committee.~~

93 *Effective: ~~11/1/1996~~ May 1, 2026*

TAB 4

Artwork policy

Notes: The artwork policy was presented to the Council in April 2025. The Council directed Mr. Talbot to add exceptions for juvenile court courtrooms and take the policy to PP&T before seeking final approval from the Council.

Courthouse Artwork Display Policy

Effective July 1, 2026

Applicability: Unless otherwise indicated herein, this policy applies to courtrooms, jury rooms, and other public spaces in courts of record and not of record.

1. Artwork appropriateness and content

a. This provision applies to public and non-public areas in courts of record and not of record, including state-owned and state-leased courthouses, courtrooms, and workspaces.

b. All artwork must comply with Human Resources policy HR09-12(4) for public displays:

Political and religious statements, displays, and discussions are prohibited in areas visible to or within earshot of the public. Employees should exercise caution with political and religious displays, statements, and discussions in all other areas of the workplace. Employees and judicial officers shall carry out their responsibilities behaving with dignity, respect, and professionalism toward coworkers, management, court patrons, and the public.

c. Artwork must not suggest or imply commercial, political, religious, or personal endorsements.

d. Artwork should not distract from court proceedings.

e. Landscapes or simple abstract designs are strongly recommended.

2. Artwork from Utah Arts & Museums

a. ALL ARTWORK DISPLAYED IN COURTROOMS, WITH THE EXCEPTION OF JUVENILE COURTROOMS, MUST BE PROVIDED BY UTAH ARTS & MUSEUMS AS PART OF THE STATE-OWNED, ART-ON-LOAN PROGRAM.

b. Only two-dimensional, framed pieces designed for wall display are permitted.

c. Artwork on loan from Arts & Museums must remain in publicly accessible areas and may not be placed in judicial chambers, private offices, or workspaces that are not visible to the public. Public areas include courtrooms, jury assembly rooms, and deliberation rooms.

- d. Personal use of artwork on loan from Arts & Museums is strictly prohibited.
- e. Artwork may not be relocated without prior approval from the Facilities Department in the Administrative Office of the Courts (AOC Facilities). Requests for relocation must be made in accordance with the artwork request process in paragraph (6).
- f. Personally-owned artwork must comply with paragraph (1) and is permitted only in judicial officers' chambers.

3. Artwork in juvenile courtrooms

- a. Provided it does not violate other provisions of this policy, artwork displayed in juvenile courtrooms may be provided by court staff or minors who create art for the court.
- b. Only two-dimensional, framed pieces designed for wall display are permitted.
- c. Exceptions may be granted for size and number on a case-by-case basis through the artwork request process in paragraph (6).

4. Location of artwork in courtrooms

- a. Artwork may only be displayed on walls in the public gallery area, including side and rear walls.
- b. Artwork may not be displayed in areas past the public gallery, including the courtroom well (i.e., behind the bench, behind the jury box, etc.).
- c. Multiple smaller pieces may be displayed (stacked) on the same wall, provided they meet the size, quantity, and spacing requirements outlined in this policy.
- d. Exceptions may be granted for juvenile courtrooms on a case-by-case basis through the artwork request process in paragraph (6).

5. Artwork size / quantity per courtroom

- a. Courtrooms may only display four (4) pieces of artwork total.
- b. Combined artwork size must not exceed 1,728 square inches.

c. Acceptable configurations include:

i. two (2) pieces at 36" x 48" (each = 1,728 sq. in.);

ii. four (4) pieces at 24" x 36" (each = 864 sq. in.); or

iii. any combination of the above not exceeding four (4) pieces and 3,456 sq. in. total.

d. These requirements also apply to jury assembly and jury deliberation rooms.

6. Artwork request / evaluation process

a. Requests for artwork and requests for evaluation of art placement must be submitted to AOC Facilities. Utah Arts & Museums may not be contacted directly.

b. AOC Facilities will invite Arts & Museums to evaluate courtroom spaces.

c. Arts & Museums will send multiple artwork recommendations directly to AOC Facilities.

d. AOC Facilities will review artwork selections for compliance with this policy and forward approved selections to the requester.

e. The requester will confirm selections directly with AOC Facilities.

f. AOC Facilities will coordinate artwork installation with the requester and Arts & Museums.

g. All artwork must be installed by Arts & Museums personnel.

h. Should artwork need to be moved, repaired, or replaced, AOC Facilities will coordinate with Arts & Museums.

7. Inventory

a. AOC Facilities will maintain an up-to-date inventory.

b. Arts & Museums will conduct, at a minimum, an annual inventory of all artwork loaned to AOC Facilities.

8. Existing courtroom artwork

- a. Artwork assignments are to courtrooms, not to individual judicial officers.
- b. Artwork installed in a courtroom by Arts & Museums before July 1, 2025 is exempt from the size and number requirements in this policy.
- c. Except for juvenile courtrooms, all existing artwork in a courtroom not provided by Arts & Museums must be removed.
- d. When a courtroom with artwork installed by Arts & Museums is reassigned, all artwork will be removed by AOC Facilities and returned to Arts & Museums. If a relocating judicial officer would like to take existing artwork with them to a new courtroom, the judicial officer must submit a request that complies with paragraph (6) of this policy to AOC Facilities.
- e. Provided they do not violate paragraph (1), wall murals completed prior to July 1, 2026 are exempt from this policy.